

## **Report of the Lease of Town Owned Property RFP Evaluation Task Force April 26, 2010**

The Lease of Town Owned Property RFP Evaluation Task Force met on April 5, 2010, April 12, 2010, and April 26, 2010 to review the responses to the Request for Proposals for the Lease of Town Owned Property from Springboard Education Foundation (Springboard) and The Roudenbush Community Center, Inc. (TRCCI).

The proposals were first evaluated against the minimum evaluation criteria listed in the RFP.

The task force unanimously voted that the TRCCI proposal met all six of the minimum evaluation criteria. However, the task force recommends that the Procurement Officer obtain a more detailed budget from TRCCI.

The task force unanimously voted that the Springboard proposal was incomplete and nonresponsive for two of the six minimum evaluation criteria as follows:

- Item 5 of the minimum evaluation criteria requires the technical proposal to include a narrative response to all items listed in the RFP. Financial data, as required in section 2.10 of the RFP and question 3 of RFP addendum #1, was not provided in the technical proposal.
- The Springboard proposal did not include a commitment to give priority for enrollment in programs to Westford residents, as required by item 6.

The task force then evaluated the TRCCI proposal against the comparative evaluation criteria listed in the RFP. The task force did not evaluate Springboard against the comparative evaluation criteria since the task force had voted that Springboard did not meet the minimum evaluation criteria.

The task force voted on the comparative evaluation criteria for TRCCI as follows:

**Readiness to commence operations:** Highly advantageous (unanimous).

**Range of course and program offerings:** Highly advantageous (unanimous).

**Plans for coordination with other service providers and Town departments:**

Advantageous (unanimous) with a note that a more detailed plan would be desirable. The narrative expressed a desire to meet and discuss coordination with service providers and Town departments and gave examples of past efforts, but did not lay out the specifics of a plan for the future.

**Routine building and grounds maintenance plan for all three buildings:**

Advantageous (3-2, with the minority voting highly advantageous). The task force cited a

lack of detail regarding scheduling and supplies. The task force would like to emphasize awareness of safe handling of broken fluorescent light bulbs.

**Management and corporate experience:** Advantageous (3-2, with the minority voting highly advantageous). The task force cited a lack of information about board members.

**Licensing history:** No rating. TRCCI provided a summary of licensing history. However the task force preferred documentation directly from the Department of Early Education and Care Licensing and voted unanimously to request that Westford's procurement officer make the qualitative criteria judgment on this item pursuant to a records request from the Department of EECL.

**Scholarships, reduced rates, sliding fee scales, and income guidelines:** Highly advantageous (4-1, with the minority supporting advantageous).

The task force recommends that the town obtain a legal opinion on a non-government agency making capital improvements to town-owned buildings prior to execution of the lease.

In conclusion, the Task Force has determined that only TRCCI has met the minimum evaluation criteria as specified in RFP 2010-100. Additionally, TRCCI ranks Highly Advantageous and Advantageous on all comparative evaluation criteria except for the results from the records request from the Department of EECL, which will be evaluated by the Chief Procurement Officer.

Respectfully submitted,

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